



DEPARTMENT OF THE NAVY  
COMMANDER  
UNITED STATES PACIFIC FLEET  
250 MAKALAPA DRIVE  
PEARL HARBOR, HAWAII 96860-3131

COMPACFLTINST 4790.1A  
N005  
11 Apr 17

COMPACFLT INSTRUCTION 4790.1A

From: Commander, U.S. Pacific Fleet

Subj: POLICY AND PROCEDURES FOR USE OF U.S. PACIFIC FLEET BARGES, BOAT HOUSE, AND LANAI

Ref: (a) OPNAVINST 4780.6F  
(b) SECNAVINST 5720.44C  
(c) DoD 5500.7-R (Joint Ethics Regulation), Section 3-211  
(d) OPNAVINST 5215.17A

Encl: (1) Commander's Barge Request Form  
(2) Deputy Commander's Barge Request Form  
(3) USPACFLT Barge Tour Regulations  
(4) Remembrance Barge Request Form  
(5) USPACFLT Boathouse Lanai Request Form  
(6) USPACFLT Boathouse Lanai Guidelines

1. Purpose. To set forth policy, procedures, and responsibilities for the use of the barges assigned to U.S. Pacific Fleet (USPACFLT). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMPACFLTINST 4790.1.

3. Scope and Applicability. This instruction applies to barges assigned to USPACFLT, specifically the Commander's Barge, Deputy Commander's Barge, and the Remembrance Barge as well as use of the Boathouse and Lanai.

4. Discussion. References (a) and (b) define terms and set forth public affairs policies and responsibilities for administering boats and service craft in the U.S. Navy.

5. Policy. The following guidance governs all barges assigned to USPACFLT:

a. Flag officer barges are assigned by the Navy to meet one or more of the following requirements:

(1) Visiting ships at anchor or moored at other than an accessible pier facility,

(2) Conducting facility inspections, or

(3) Hosting high-level national, local, and/or foreign government dignitaries in an afloat setting.

b. Barges must only be used for official purposes. Barges will not be used for recreational activities, such as swimming, diving, fishing, or water skiing; purely social events; or activities undertaken for a personal benefit. Hails and farewells are social events and are not an authorized use of a barge.

c. In limited circumstances and when personally authorized by the officer to whom assigned, barges may be used for hosting events that seek to enhance the mission of the requesting command. Examples of authorized uses include hosting promotion, frocking, reenlistment or retirement ceremonies, gatherings to present an award or other forms of professional recognition, such as superior performance; hosting U.S. and foreign visitors in support of diplomatic and community relation goals; and gathering of military personnel for events that further important Department of the Navy, Department of Defense, or joint service interests. Such uses must not interfere with operational requirements per ethical guidelines in accordance with reference (c).

d. Requests to host promotion, frocking, and reenlistment ceremonies on the Commander's or Deputy Commander's barges will not be accepted without a Flag Officer, Fleet Master Chief or Senior Executive Service member host or escort. Individuals desiring to host a promotion, frocking or reenlistment onboard the Arizona Memorial may contact the Pearl Harbor Arizona Detachment for assistance via the Command Career Counselor.

(1) All requests for special use of the barges will be reviewed on a case-by-case basis.

(2) Requests for use of the barges for retirement ceremonies require additional information, such as a schedule of events and official guest list. A reception following a retirement ceremony is not an official function and thus is not an authorized use of the barge.

(3) Questions and requests must be directed to the USPACFLT Protocol Officer via phone at (808) 474-2194 ext. 138/122 or via e-mail [cpf\\_protocol@navy.mil](mailto:cpf_protocol@navy.mil).

e. Reservations for all barges are made on a "First-Come, First-Serve" basis. Guests are accommodated on the barges at the Commander's convenience. No guests will be "bumped" unless required to accomplish USPACFLT's primary mission.

f. Barges will not be assigned or used for general transportation of staff or other personnel.

g. For all barge tours occurring before 1600, active duty military must be in their Dress White (E-6 and below), Summer White (E-7 and above) or service equivalent. Additionally, for all tours which encompass a landing on the USS ARIZONA, all service members must be in their Dress White (E-6 and below), Summer White (E-7 and above) or service equivalent. For

tours after 1600, and in which a landing on the USS ARIZONA will not occur, Aloha Crisp is authorized. All civilians must be in Aloha Crisp.

(1) Attire for all active duty military personnel:

Navy: Dress White (E6 & Below)/Summer White (E7 & Above)

Marine Corps: Service "C"

Army: Army Green ASU/Tropical "B"

Coast Guard: Tropical Blue

Air Force: Service Uniform/Class "B"

(2) Aloha Crisp attire is comparable to Business Casual. Attire for men include dress slacks or khakis, button down or collared shirts, and closed toed shoes. Attire for women include dress slacks, knee length dress or skirt, appropriate blouse, and closed toed shoes. Of note, high heels, flip-flops of any kind, sandals without a back strap, short skirts/shorts, cut offs, drug or alcohol related tops, and tank tops are NOT authorized.

h. The Commander's Barge must be used in a manner consistent with regulations provided in reference (a). Requests submitted by other commands must be submitted in writing using enclosure (1) and must be routed through respective command's protocol office. In the absence of a protocol office, the request must be approved and signed by the Commanding Officer of the requesting command. The request may then be e-mailed to the USPACFLT Protocol Office (cpf\_protocol@navy.mil) for processing. Commander, USPACFLT approves the use of the Commander's Barge. Those requesting to use the Commander's Barge must adhere to the following criteria unless the Commander authorizes an exception.

(1) The escort hosting must be of the grade of O-10 or civilian equivalent.

(2) Requests to use the Commander's Barge must include at least 80% of the completed guest list with the title and full name of each person. Requests may be submitted 60 days in advance and no less than two weeks in advance. The maximum capacity of the Commander's Barge is 24.

(3) The requesting command is responsible for providing food and beverages as well as any funding or support staff (to include Culinary Specialists or Musicians) desired for the tour. If the requesting command desires an Honor Boatswain's Mate or Sideboys for the tour, the requesting command must indicate such on the request form in the comments portion.

i. The Deputy Commander's Barge must be used in a manner consistent with regulations provided in reference (a). Requests submitted by other commands must be submitted in writing using enclosure (2) and routed through the respective command's protocol office. In the absence of a protocol office, the request must be approved and signed by the Commanding Officer or designated representative of the requesting command. The request may then be emailed to the USPACFLT Protocol Office (cpf\_protocol@navy.mil) for processing. Deputy Commander, USPACFLT approves the use of the Deputy Commander's Barge. Those requesting to use the

Deputy Commander's Barge must adhere to the following criteria unless the Deputy Commander authorizes an exception.

(1) The escort hosting shall be of the grade of O-7 or civilian equivalent.

(2) Requests to use the Deputy Commander's Barge must include at least 80% of the completed guest list with the title and full name of each person. Requests may be submitted 60 days in advance, and no later than two weeks in advance. The maximum capacity of the Deputy Commander's Barge is 12.

(3) The requesting command is responsible for providing food and beverages as well as any funding or support staff (to include Culinary Specialists or Musicians) desired for the tour. Honor Boatswain's Mates or Sideboys will not be provided for the tour.

j. Regularly scheduled Remembrance Barge tours will be primarily used to provide U.S. Navy historical tours of Pearl Harbor consistent with regulations provided in enclosure (3).

(1) Remembrance Barge tours are not made available to the general public, but are available to the following individuals and groups: active duty, reserve, retired military, dependent spouses, and active or retired DoD civilian personnel. Each authorized person may sponsor up to six additional people and must accompany his or her guests on the Remembrance Barge tour.

(2) Reservations to attend a regularly scheduled Remembrance Barge tour may be made by calling the USPACFLT Boathouse at (808) 471-9988.

k. The Remembrance Barge may be used, by special request, for official purposes such as reenlistments, frocking, promotions, or retirements and must be consistent with regulations provided in enclosure (3). Special Remembrance tours must not interfere with tours that directly support the primary mission of Pacific Forces. Special Remembrance Barge tours will not be scheduled on weekends, or holidays unless authorized by the Commander, USPACFLT. The following regulations apply to requesting special Remembrance Barge tours:

(1) U.S. military units, other DoD entities, and associated groups may sponsor special Remembrance Barge tours. Requests for special Remembrance Barge tours must be submitted in writing, using enclosure (4), and routed through the respective command's protocol office. In the absence of a protocol office, the request must be approved and signed by the Commanding Office, or designated representative of the requesting command. The request may then be e-mailed to the USPACFLT Protocol Office (cpf\_protocol@navy.mil) for processing.

(2) School groups, volunteer organizations and community relations/civic outreach events must be sponsored by USPACFLT Public Affairs Office (PAO). Requests from non-DoD affiliated individuals and groups should be directed to the PAO before forwarding the request to

the protocol office. All such events must be reviewed by the PAO determine if the tour(s) would enhance the USPACFLT Public Affairs mission and must comply with reference (b).

(3) Extraordinary requests for use of the Remembrance Barge for other than standard historical tours will be reviewed by the Legal and Protocol offices on a case-by-case basis.


1. The Boathouse Lanai is available for official functions as authorized by the Commander, USPACFLT or their designated representative. The quarterdeck and piers are available for official ceremonies only (retirements, reenlistments, promotions, advancements, and award ceremonies). These facilities must be requested using enclosure (5), and must be submitted to the USPACFLT Protocol Office (cpf\_protocol@navy.mil) not less than two weeks in advance. Requests are reviewed on a "First-Come, First-Serve" basis; however, events are always subject to cancellation if required by the Commander, USPACFLT. All guidelines specified in enclosure (6) shall be followed.

6. Responsibilities. Questions should be directed to the USPACFLT Protocol Office via phone at (808) 474-2194 ext. 138/122 or via e-mail at cpf\_protocol@navy.mil.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per reference (d), USPACFLT will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

9. Forms and Information Management Control. Specific safety and protocol guidelines are outlined in enclosure (4). Forms used for official barge requests may be found in enclosures (1), through (3) and are available for download via the USPACFLT Headquarters Information Portal at <https://cpf.navy.deps.mil/SitePages/default.aspx>.



P. G. SAWYER  
Deputy Commander

**Releasability and Distribution:**

This instruction is not cleared for public release and is available electronically only via the Headquarters Information Portal, <https://cpf.navy.deps.mil/SitePages/default.aspx>

**REQUEST FORM****COMMANDER'S (4 Star) BARGE TOUR**

From:

Today's Date:

**The following information must be provided for approval/comment:**

1. Name of VIP onboard:
2. Title of VIP:
3. Reason for visiting Hawaii:
4. Purpose of tour (*Official business purpose only*):
5. Date of tour requested (Mon-Fri only; weekend tours are case by case basis):
6. Start Time requested (run 2 hrs with movie):
7. POC Name / Phone# / email address:
8. Number in party (max. capacity 24/16 with meals):
9. Name of Escort (provided by requesting command, must be 4-star equivalent):  
(Name, Rank/Rate, Title/Command):
10. Names (Title/Full name) of those in group (attachment ok):
11. Other Information:
  - a. Branch of Service of VIP:
  - b. Appropriate Flag Rank Equivalency of VIP:
  - c. Country of VIP:
  - d. Museum requested? (15 to 20 mins): ☐ Yes ☐ No
  - e. Movie Requested? (runs 22 mins): ☐ Yes ☐ No
  - f. Narrator: ☐ Yes ☐ No

**NOTE: Please provide an 80% completed guest list with request for approval process.**

Once approved, request POC confirm all tour details 1-3 days prior to event

**If tour request is before 1600 are advised that time on Arizona Memorial could be from 15 to 30 minutes due to Arizona Memorial welcome center scheduled white boat tours.**

**Please sign:** I, acknowledge, understand, and will comply with the USPACFLT Barge Tour Regulations with respect to appropriate tour attire. I understand that the barges are not wheelchair accessible. No children attending are under the age of 8 years old. \_\_\_\_\_  
Comments:

**REQUEST FORM****DEPUTY COMMANDER'S (2 Star) BARGE TOUR**

From:

Today's Date:

**The following information must be provided for approval/comment:**

1. Name of VIP onboard:
2. Title of VIP:
3. Reason for visiting Hawaii:
4. Purpose of tour (*Official business purpose only*):
5. Date of tour requested (Mon-Fri only; weekend tours are case by case basis):
6. Start Time requested (run 2 hrs with movie):
7. POC Name / Phone# / email address:
8. Number in party (max. capacity 12/10 with meals):
9. Name of Escort (provided by requesting command, must be 1-star equivalent):  
(Name, Rank/Rate, Title/Command):
10. Names (Title/Full name) of those in group (attachment ok):
11. Other Information:
  - a. Branch of Service of VIP:
  - b. Appropriate Flag Rank Equivalency of VIP:
  - c. Country of VIP:
  - d. Museum requested? (15 to 20 mins): ☐ Yes ☐ No
  - e. Movie Requested? (runs 22 mins): ☐ Yes ☐ No
  - f. Narrator: ☐ Yes ☐ No

**NOTE: Please provide an 80% completed guest list with request for approval process.**

Once approved, request POC confirm all tour details 1-3 days prior to event

**If tour request is before 1600 are advised that time on Arizona Memorial could be from 15 to 30 minutes due to Arizona Memorial welcome center scheduled white boat tours.**

**Please sign:** I, acknowledge, understand, and will comply with the USPACFLT Barge Tour Regulations with respect to appropriate tour attire. I understand that the barges are not wheelchair accessible. No children attending are under the age of 8 years old. \_\_\_\_\_  
Comments:



## **USPACFLT REMEMBRANCE BARGE TOUR REGULATIONS AND INFORMATION**

\*\*\*\*\*

### **What is the USPACFLT Remembrance Barge Tour?**

This two-hour tour is fully narrated and includes a visit to the Boathouse museum and viewing of a 23-minute movie on the attack on Pearl Harbor. The barge tour includes a tour around Ford Island and a stop at the Arizona Memorial.

### **When are the Tours Conducted?**

The USPACFLT historic Remembrance Tour is conducted every Tuesday, Wednesday and Thursday. The tour begins at 0900 (Tuesday, Wednesday and Thursday) with a check-in time of 0830, and 1300 (Wednesday and Thursday) with a check-in time of 1230. Guests must have prior reservations, and must check-in at the Pacific Fleet Aiea Landing (Boathouse) to take the tour. Proper ID is required.

**\*\*No standby list is maintained or walk-ins accepted\*\***

### **When may I submit a Tour Reservation Request?**

Reservations are accepted no more than 30 days in advance on a first-come, first-serve basis. Authorized personnel are active duty, reserve, retired military, DoD civilian personnel, DoD employees, and dependent spouses.

### **How Many People may I bring on the Tour with me?**

The Remembrance Barge holds a maximum of 34 People. Each authorized person may sponsor up to six additional people, and MUST accompany their party. Spouses of deceased or deployed military personnel may sponsor and MUST escort their guests.

**Reservations for Special Remembrance tours for parties of 15 or more must be made through the Protocol Office at [cpf\\_protocol@navy.mil](mailto:cpf_protocol@navy.mil)**

### **May children go on the tour?**

**For safety, children must be eight years of age** to embark on the Remembrance Barge Tour. Our barges are not equipped with life vests for smaller children. Joint Base Pearl Harbor-Hickam and the National Park Service's boats are able to accommodate younger children.

### **What are the Uniform Requirements for the Tour?**

Attire for all active duty military personnel (including those on leave):

**Navy:** Dress White (E6 & Below) /Summer White (E7 & Above)

**Marine Corps:** Service "C"

**Army:** Army Green ASU/Tropical "B"

**Coast Guard:** Tropical Blue

**Air Force:** Service Uniform/Class "B"





## **USPACFLT REMEMBRANCE BARGE TOUR REGULATIONS AND INFORMATION**

\*\*\*\*\*

### **PLEASE OBSERVE THE FOLLOWING CLOTHING REGULATIONS:**

High heels, flip-flops of any kind, sandals without a back strap, short skirts, extremely inappropriate short shorts, cut offs, drug or alcohol related tops, and tank tops are **NOT** allowed.

Sandals with back straps are accepted, but not recommended.

Comfortable closed-toe shoes are recommended.

Backpacks, bags, purses or camera bags are **NOT** permitted on the Arizona Memorial.

Cameras are ok, without cases.

(Remember, you are paying respects to our Fallen Heroes. Please wear proper Memorial attire.)

**Those that are not in compliance with Uniform Requirements and Civilian Attire Rules,  
will be refused entry by the Boathouse OIC.**

\*\*\*\*\*

### **REMEMBRANCE BARGE TOUR REGULATIONS AND INFORMATION**

**The Boathouse hours of operation are: Monday through Friday 0730-1600 HST. For general questions or concerns, contact the Boathouse OIC at 808-471-9988. For Special Remembrance Tours for non-military affiliated guests, please contact the Pacific Fleet Public Affairs Office at 808-471-3769. Reservations for parties larger than 15 must be made through Protocol at CPF\_PROTOCOL@navy.mil**

**NOTE: The Pacific Fleet Boathouse is not equipped to accommodate wheelchairs or walkers, however, the National Park Service is able to provide accessible opportunities.**

\*\*\*\*\*

## REQUEST FORM SPECIAL REMEMBRANCE BARGE TOUR

From:

Today's Date:

**The following information must be provided for approval/comment:**

1. Name of group:
2. Purpose of group:
3. Reason for visiting Hawaii:
4. How does this tour support the mission of the Pacific Forces (*Official business purpose only*):
5. Date of tour requested (Mon-Fri only; cannot conflict with regularly scheduled tours):
6. Start Time requested (approx. 2 hrs with movie):
7. POC Name / Phone# / Cell# / email:
8. Number in party (max. capacity 34):
9. Escorted by (must be military sponsor or PAO):  
(Name, Rank/Rate, Title/Command):
10. Names (Title / Full Name) of those in group (attachment ok):
11. Other Information.
  - a. Branch of Service of VIP:
  - b. Appropriate Flag Rank Equivalency of VIP:
  - c. Country of VIP:
  - d. Museum requested? (15 to 20 mins): ☐ Yes ☐ No
  - e. Movie Requested? (runs 22 mins): ☐ Yes ☐ No
  - f. Narrator: ☐ Yes ☐ No

**NOTE: Please provide an 80% completed guest list with request for approval process.**

Once approved, request POC confirm all tour details 1-3 days prior to event

**If tour request is before 1600 are advised that time on Arizona Memorial could be from 15 to 30 minutes due to Arizona Memorial welcome center scheduled white boat tours.**

**Please sign:** I, acknowledge, understand, and will comply with the USPACFLT Barge Tour Regulations with respect to appropriate tour attire. I understand that the barges are not wheelchair accessible. No children attending are under the age of 8 years old. \_\_\_\_\_

Comments: \_\_\_\_\_

**USPACFLT BOATHOUSE LANAI REQUEST FORM**

From:

Today's Date:

**The following information must be provided for approval/disapproval:**

a. Name of Requestor/Command: \_\_\_\_\_

b. Type of Function: \_\_\_\_\_

c. POC Name: \_\_\_\_\_

d. POC Phone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**\*\*\* Please note, the requestor is required to check in/out with the duty personnel. If the requestor fails to check out or restore the premises to its original state, the requestor's command will be notified and subject to loss of use privileges.**

e. Requestor's Supervisor's name and phone #: \_\_\_\_\_

f. Date and time (0800-2100) requested: \_\_\_\_\_

g. Number of Guests (50 max) : \_\_\_\_\_

Comments: \_\_\_\_\_

**The lanai will be used for official events only.**

\*NOTE: Lanai requests are taken on a first-come, first-serve basis. However, there is a possibility that your event could be canceled at the last minute due to the Commander, U.S. Pacific Fleet schedule. No events are to be scheduled on Fridays due to use for official Flag Officer or Senior Executive Service member staff events.

**Prior to the event, requestor must check in with duty personnel to do a walk-thru inspection of the condition of the Lanai.**

Once approved, request POC confirm all details of use 1-3 days prior to event.

Comments: \_\_\_\_\_ Approval: \_\_\_\_\_



## USPACFLT BOATHOUSE QUARTERDECK AND LANAI GUIDELINES

\*\*\*\*\*

**Quarterdeck / Lanai requests are taken on a first-come, first-serve basis. However, there is a possibility of cancellation due to the schedule of the Commander, U.S. Pacific Fleet.**

1. Prior to your scheduled event, the requestor must check-in with the Boathouse Duty Officer or Boathouse OIC. If the requestor fails to restore the area being used to its original state, the requestor's Command will be notified and subject to loss of use privileges.
2. Quarterdeck use is for Official functions only. (Retirements, Reenlistments, Promotion/Advancement, and Awards Ceremonies) **Receptions are NOT authorized in the Boathouse or on the piers.**
3. The Boathouse has 60 chairs, a podium, awards table, and public address system for Quarterdeck usage.
4. The historical Fleet Admiral Chester Nimitz drafting desk stays in its location on the Quarterdeck.
5. Bunting may be hung, only on the brick façade outside the Boathouse, and along the lifelines inside the Boathouse.
6. The Lanai is for **Official functions only**, and is subject to a five hour limit between the hours of 0800 and 2100. All events must be authorized by the Protocol Officer. These events include: Retirement/Promotion Ceremonies, and Official/Command sponsored Luncheons.
7. Tailgating and Parking in the compound for sporting events are **NOT** authorized.
8. There is a BBQ grill, stereo, microwave, and ice machine available for use. Please clean the grill after use, and dispose of charcoal/ash in the red container provided.
9. On weekends, the gate will be opened approximately one hour prior to your event.
10. There are no trash dumpsters on the compound. All trash produced must be taken off compound and disposed of by the requestor.
11. Do not move the Lanai furniture without authorization.
12. All children must be supervised and there is no playing on the grounds encompassed by white chains. **Note:** Inflatable Playhouses are not allowed.
13. The Admiral's piers are off limits; unless granted permission by the Boathouse OIC.
14. Parking inside the Boathouse compound is on a first-come, first-serve basis, with the exception of the three reserved spots. There is abundant parking off compound if needed.

**If there are any questions or concerns, please contact the Boathouse OIC at (808) 471-9988**